



AI CODE OF CONDUCT FOR TEACHER EDUCATION INSTITUTIONS IN THE EAST AFRICAN COMMUNITY

INTER-UNIVERSITY COUNCIL FOR EAST AFRICA
P.O. BOX 7110 KAMPALA

Table of Contents

1. Preamble	2
1.1. Purpose.....	2
1.2. Scope.....	2
1.3. Core Values.....	2
2. Guiding Principles	3
3. Usage Guidelines	4
3.1. Acceptable AI uses behaviours	5
3.2. Unacceptable AI uses behaviours	5
4. Roles	6
4.1 For Academic Staff.....	6
4.2. For Students (Student teachers)	6
4.4. For Other Stakeholders	7
5. Use Declaration Requirement	8
6. Further Guidance	8
7. Reporting & Accountability.....	8
8. Consequences.....	9
9. Personal Commitment Statement.....	9
References.....	10

1. Preamble

Artificial Intelligence (AI) is not a new phenomenon, but its rapid expansion has transformed the pace and scale at which it is being integrated into teaching, learning, assessment, research, and institutional administration. This acceleration has made the need for clear, principled behavioral guidelines more urgent than ever, particularly within Teacher Education Institutions (TEIs), which bear a distinctive responsibility to prepare educators who will serve learners across every sector and domain of society.

Central to this Code is a principle that must not be lost amid enthusiasm for technological innovation: AI does not replace human educators. However, AI can enhance and support professional judgment but cannot substitute professional judgment. Teachers remain at the heart of educational processes, and human oversight must guide every AI-enabled activity.

As institutions that shape the educators of tomorrow, TEIs are called not only to manage AI responsibly within their own walls, but to model the ethical practice they expect future teachers to bring into classrooms and communities. This Code establishes clear expectations for all members of the TEI community, ensuring that AI use at every level upholds integrity, professionalism, and public trust.

1.1. Purpose

This Code establishes the ethical principles and professional standards that govern the responsible use of AI in teaching, learning, assessment, and institutional governance within TEIs in line with the AI policy framework.

1.2. Scope Yeah through it

This Code applies to all members of the TEI community including academic staff, students (student teachers), administrators, institutional partners, and other stakeholders who use AI systems to support teaching, learning, assessment, research, and institutional administration.

This Code of Conduct may also offer guidance to other bodies, such as National Councils/Commissions responsible for Teacher Education Institutions (TEIs).

1.3. Core Values

The following core values define the ethical foundation underpinning responsible AI use within Teacher Education Institutions.

i. Human-Centeredness

Teaching and learning remain fundamentally human endeavors. AI supports, but never replaces, professional judgment, pedagogical responsibility, and mentorship.

ii. Integrity

Academic honesty and professional ethics shall guide all AI-related activities. AI must not be used to fabricate, misrepresent, or undermine learning processes.

iii. Transparency

AI use must be open and appropriately disclosed to maintain trust within academic and professional communities.

iv. Accountability

Individuals remain responsible for decisions, outputs, and actions involving AI systems. Responsibility cannot be delegated to technology.

v. Equity and Inclusion

AI integration shall respect diversity, promote fairness, and avoid bias, discrimination, or exclusion of any learner or educator.

vi. Responsible Innovation

AI shall be adopted and used in ways that promote educational improvement, sustainability, and societal benefit while carefully assessing risks, unintended consequences, and long-term impacts on teaching and learning.

vii. Respect for Privacy

Personal, academic, and institutional data must be protected in accordance with legal and ethical standards.

2. Guiding Principles

Teacher Education Institutions should use the provided guiding principles as a foundation in developing their AI Code of Conduct, while adapting them to their specific contexts and needs.

The following principles define the ethical and professional standards governing the responsible use of Artificial Intelligence within Teacher Education Institutions (TEIs), focusing specifically on individual behavior and professional responsibility.

These principles translate the core values into standards of individual behavior.

i. Ethical and Responsible Use

AI shall be used in ways that promote fairness, integrity, and responsible pedagogical practice.

ii. Transparency and Attribution

All TEI staff and trainees shall disclose significant AI use and appropriately acknowledge AI-generated contributions in accordance with institutional guidelines.

iii. Personal Accountability

Each staff member, trainee, and researcher remains individually responsible for verifying the accuracy, integrity, and appropriateness of any AI-supported outputs.

iv. Protection of Privacy and Confidentiality

Sensitive data, including personal, academic, financial, research, or confidential institutional information, shall not be submitted to unauthorized AI systems.

v. Equity and Non-Discrimination

AI tools shall not be used in ways that reinforce bias or inequality, including practices that unfairly disadvantage individuals or groups based on gender, ethnicity, disability, socioeconomic status, or other protected characteristics.

vi. Human Oversight

Final academic and pedagogical decisions shall remain human-led.

vii. Continuous Professional Development

Individuals shall remain informed about AI capabilities, limitations, and ethical risks.

viii. Contextually Responsible Use

AI shall be applied in ways that are appropriate to local educational contexts and learner needs.

3. Usage Guidelines

This section sets enforceable standards for responsible AI use within Teacher Education Institutions (TEIs). The Institution shall ensure that all AI tools deployed in teaching, assessment, admissions, research, and administrative functions are designed, procured, and implemented in accordance with approved Responsible AI principles and institutional guidelines. AI systems shall demonstrate transparency, fairness, accountability, data protection compliance, and human oversight, and shall operate in a manner consistent with professional, ethical, and academic standards.

3.1. Acceptable AI uses behaviours

This Acceptable AI Use framework is aligned with internationally recognized standards including (UNESCO, 2021), and the (European Commission, 2019). Acceptable AI use in TEIs shall enhance teaching quality, academic integrity, professional development, and institutional efficiency while maintaining human responsibility and oversight.

- i. Transparency and Explainability:** The institution shall ensure that AI systems used in teaching, assessment, research, admissions, and administration are understandable, traceable, and auditable. Users must be informed when AI tools are applied, provided with clear explanations of how outputs are generated, and able to review or question AI-supported decisions.
- ii. Safety & Security:** All users of AI systems within the institution should be assured that their personal and institutional data is handled securely, protected from breaches, and used only for authorized educational and research purposes.
- iii. Fairness & Non-Discrimination:** AI tools used within the institution must promote fairness and avoid discrimination against any group of users. Lecturers, students, and staff should be treated equitably, and institutions shall ensure that AI systems are trained on diverse datasets to reduce bias and inequality in outcomes.
- iv. Productivity Enhancement:** TEIs shall encourage the responsible use of AI systems to enhance productivity in teaching, research, learning, and administrative tasks, while ensuring that human judgment and academic integrity remain central.
- v. Disclosure:** Users of AI tools within the institution must clearly declare when AI-generated or AI-assisted content has been used in academic work, teaching materials, research outputs, or administrative documents. Such disclosure promotes transparency, accountability, and academic integrity.

3.2. Unacceptable AI uses behaviours

Artificial Intelligence shall not be used for deception, academic misconduct, unlawful surveillance, discrimination, misinformation, or any activity that undermines human rights, institutional integrity, or public trust.

- i. Cognitive Behavioral Manipulation:** AI should not be abused to exploit human vulnerabilities e.g children, disability, social/economic situation
- ii. User consent and privacy:** Unauthorized use of remote, real-time facial recognition in public spaces is illegal. It poses potential misuse of power and risk of mass surveillance.
- iii. Unauthorized Biometric and Identity-Based AI Use:** Use of unauthorized biometric AI such as scraping images for facial recognition, cloning voices, or manipulating videos is prohibited under responsible AI governance.
- iv. Emotion Recognition in Sensitive Areas:** Using AI to infer emotions in workplaces or educational institutions is inappropriate, unless for safety/medical reasons.

- v. **Predictive Policing:** Assessing or predicting the likelihood of a person committing a crime based solely on personality profiling.
- vi. **Deepfakes Without Disclosure:** This means creating AI-generated content (video, audio, or images) that realistically imitates a real person without clearly informing viewers that it is synthetic. Such an act is unlawful if not disclosed.

4. Roles

A designated function within the TEI that defines the responsibilities, duties, and level of authority assigned to a person or unit toward ensuring the responsible development, deployment, and use of AI.

4.1 For Academic Staff

- i. **Model responsible AI use:** Demonstrate ethical, safe, and transparent use of AI in teaching, research, and professional work.
- ii. **Guide students appropriately:** Educate students on proper AI practices, including ethical, legal, and social considerations.
- iii. **Maintain academic integrity standards:** Ensure AI is not misused for plagiarism, cheating, or research misconduct, and uphold fairness in assessments and scholarly work.
- iv. **Policy Implementation and Compliance:** Ensure institutional AI policies, codes of conduct, and ethical guidelines are followed in classrooms, labs, and research projects.
- v. **Curriculum Development:** Integrate AI literacy, ethics, and responsible use into courses and training programs.
- vi. **Research Oversight:** Supervise AI-related research to ensure compliance with ethical standards, data protection laws, and safety guidelines.
- vii. **Assessment and Evaluation:** Evaluate student use of AI fairly, considering ethical use and originality of work.
- viii. **Advocacy and Awareness:** Promote awareness of AI risks and benefits among students, peers, and the wider community.
- ix. **Collaboration and Mentorship:** Collaborate with colleagues, departments, and external partners to advance responsible AI adoption.
- x. **Monitoring and Reporting Misuse:** Identify, document, and report any unethical or unsafe use of AI within the institution.

4.2. For Students (Student teachers)

- i. **Use AI as a Learning Enhancement:** Students should leverage AI tools to support their learning, research, and skill development.
- ii. **Disclose AI Use Appropriately:** Students must be transparent when they use AI in assignments, projects, or research.
- iii. **Evaluate AI-Generated Outputs:** Students must critically assess accuracy, relevance, bias, and reliability.

- iv. **Learn and Apply AI Responsibly:** Use AI tools ethically, safely, and in alignment with institutional guidelines.
- v. **Respect Academic Integrity:** Avoid plagiarism, cheating, or misuse of AI in assignments, research, and assessments.
- vi. **Contribute to a Positive AI Culture:** Report misuse, follow ethical guidelines, and engage in discussions on responsible AI use.

4.3. For Administrators

- i. **Provide AI Resources & Training:** Administrators should ensure that academic staff and students have access to the necessary AI tools, software, and educational programs to use AI effectively and responsibly.
- ii. **Ensure Equitable Access:** Administrators must make AI resources and opportunities available fairly to all members of the institution, preventing unequal access based on department, role, or background.
- iii. **Policy Development and Enforcement:** Establish, implement, and enforce AI policies, codes of conduct, and ethical guidelines across the institution.
- iv. **Governance support and Oversight:** Monitor AI systems and practices to ensure compliance with laws, regulations, and institutional standards.
- v. **Training and Capacity Building:** Ensure faculty, staff, and students receive proper training on ethical AI use, data protection, and responsible practices.
- vi. **Risk Management:** Identify, assess, and mitigate risks associated with AI adoption, including privacy, bias, safety concerns, content generation, automated grading, profiling, etc.
- vii. **Accountability and Reporting:** Maintain clear lines of accountability and establish reporting mechanisms for AI misuse or ethical violations.
- viii. **Stakeholder Engagement:** Coordinate with external partners, vendors, regulators, and the community to ensure AI aligns with societal and institutional values.

4.4. For Other Stakeholders

Other stakeholders include National Councils/Commissions, collaborators or external partners.

- i. **Engagement and Collaboration:** Participate in decision-making, provide input, and collaborate with the institution on AI initiatives.
- ii. **Accountability and Oversight:** Monitor AI use to ensure compliance with ethical guidelines, legal requirements, and institutional policies.
- iii. **Feedback and Continuous Improvement:** Offer feedback on AI systems' performance, fairness, and impact to guide improvements and policy updates.
- iv. **Awareness and Advocacy:** Promote responsible AI use within their networks and communities and raise awareness of risks and best practices.
- v. **Supporting Ethical AI Deployment:** Ensure AI solutions they provide, fund, or use align with ethical, legal, and social standards.

- vi. Reporting Misuse:** Notify authorities or institutional bodies of any unethical, unsafe, or unlawful AI practices.

5. Use Declaration Requirement

In accordance with institutional policy on the responsible use of AI, all academic staff, students (student teachers), administrators, and institutional partners are required to complete and attach an AI Use Declaration statement to any submitted work where AI tools have been utilized.

The declaration must clearly disclose the specific AI tools used, the extent and purpose of their involvement, and the nature of the human contribution. Submission of work constitutes formal affirmation that the information provided is accurate and complete, and that the author retains full responsibility for the integrity, originality, and authenticity of the work.

Failure to disclose AI usage or misrepresentation of AI involvement shall be considered a breach of institutional academic and research integrity policies.

6. Further Guidance

Teacher Education Institutions (TEIs) should have structured guidance on the practical application of the institution's AI policy. Guidelines should include the acceptable and unacceptable AI use across academic, research, and administrative activities to eliminate ambiguity and promote consistent interpretation.

In addition, TEIs should develop decision-making frameworks, for example flowcharts to guide staff, students, and researchers in determining whether AI use is permissible, whether disclosure is required, and whether sufficient human intellectual contribution has been made.

Such a measure ensures responsible, transparent, and ethical AI integration while safeguarding academic integrity, research credibility, and institutional standards.

7. Reporting & Accountability

TEIs should establish formal mechanisms for reporting suspected misuse of AI and outline clear, fair, and transparent investigation procedures. The TEIs shall provide confidential reporting channels and ensure that all allegations are reviewed impartially, in accordance with principles of due process and proportionality.

Appropriate corrective or disciplinary actions shall be taken where violations are confirmed. The policy further guarantees protection for individuals who report concerns in good faith, safeguarding them from retaliation or victimization. This framework ensures enforceable accountability, strengthens institutional integrity, and promotes responsible and ethical AI use.

8. Consequences

The code provides a tiered system of sanctions proportionate to the severity, intent, and impact of misconduct. Minor breaches may result in warnings or corrective measures, while serious violations such as deliberate academic or research misconduct may attract formal disciplinary action in accordance with institutional regulations.

Educational interventions to address misuse arising from lack of awareness, ensuring corrective learning where appropriate measures must be incorporated. Repeating offences should attract escalated penalties, reflecting the institution's commitment to accountability, academic integrity, and responsible AI use.

9. Personal Commitment Statement

A formal declaration of individual responsibility regarding ethical and responsible use of Artificial Intelligence (AI) will be required.

- i. Ethical Pledge:** Teachers, students and other stakeholders affirm that they will use AI tools responsibly, transparently, and in accordance with institutional policies. It may include commitments such as proper disclosure of AI use, maintaining academic integrity, and avoiding misuse.
- ii. Acceptance of code of conduct:** All students, staff, researchers, and affiliated personnel shall formally acknowledge and accept the AI Code of Conduct prior to engaging in institutional activities involving Artificial Intelligence. Acceptance shall constitute confirmation that the individual has read, understood, and agrees to comply with the principles, standards, and obligations outlined therein.
- iii. Usage:** This is usually a standardized form that accompanies assignments, research submissions, or projects where AI tools may have been used. It reinforces personal accountability and creates a documented record of the individual's commitment to ethical AI use.

References

European Commission High-Level Expert Group on Artificial Intelligence, 2019. *Ethics guidelines for trustworthy AI*. Brussels: European Commission. Available at: <https://digital-strategy.ec.europa.eu/en/library/ethics-guidelines-trustworthy-ai> (Accessed: 11 March 2026).

UNESCO, 2021. *Recommendation on the ethics of artificial intelligence*. Paris: UNESCO. Available at: <https://www.unesco.org/en/legal-affairs/recommendation-ethics-artificial-intelligence> (Accessed: 11 March 2026).